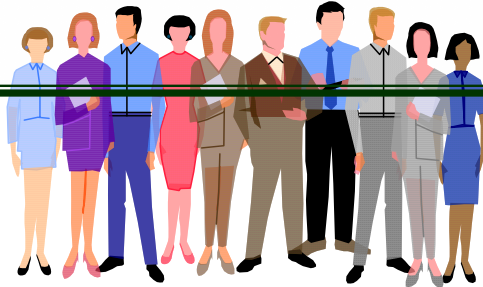


Air Force Personnel Center

Job Kit

Your Guide to...

**Preparing an Air Force Resume
Job Search
Self-Nomination**



www.afpc.randolph.af.mil/afjobs



**Civilian Employees
Supporting a Global Force**

15 December 2003

Headquarters Air Force Personnel Center
Directorate of Civilian Personnel Operations
Randolph Air Force Base Texas

THE DEPARTMENT OF THE AIR FORCE IS AN EQUAL OPPORTUNITY EMPLOYER

This supersedes all previous versions of the Job Kit - Prior editions are obsolete

Table of Contents

How to Apply

External Applicants.....	3
Internal Employees.....	17

Step 1 - Pre-Position Your Resume (First time initial resume).....	3
---	---

The Do's and Don'ts.....	4
--------------------------	---

How to Submit Your Resume	4
--	---

Who May Apply - How to Determine Your Eligibility	5
--	---

General Public Categories (all U.S. citizens, with or without prior civil service or military service)	5
Veterans Categories.....	6
Current and/or Prior Federal Civil Service Employee Categories (includes LWOP employees)	7
Student Employment Opportunity Categories.....	8
Non-Appropriated Funds, Postal Service, and Other Unique Authorities.....	8

Determining Veteran's Preference	10
---	----

Step 2 - Search for a Job	11
--	----

Step 3 - Self-Nominate	11
-------------------------------------	----

Required Resume Format	12
-------------------------------------	----

Supplemental Data Questions	14
--	----

Sample Resume	15
----------------------------	----

Sample Supplemental Data	16
---------------------------------------	----

Partially Service Bases List	17
---	----

Service Directory	18
--------------------------------	----

Personal Identification Number (PIN)/USERID and Password.....	18
---	----

Thank you for your interest in civilian careers with the Department of the Air Force. This Job Kit explains the process, how to apply, who may apply, and additional information that is unique to federal civil service employment and the Air Force in particular. This Job Kit pertains to those external and Delegated Examining (DEU) Job Vacancy Announcements advertised on the Air Force Personnel Center's (AFPC), Civilian Employment website at <http://www.afpc.randolph.af.mil/afjobs>. For vacancy announcements not advertised on the AFPC Civilian Employment website, see the announcement or the Civilian Personnel Flight (CPF) for application instructions.

External Applicants

(You are not a current permanent Air Force civil service employee)

How to Apply:

There is a three-step process for applying for Civil Service Air Force positions with the AFPC.

Your **first step** is to submit a properly formatted resume along with the supplemental data. Please ensure your resume is formatted as described in this Job Kit. There are numerous federal agencies and each have their own format for acceptable resumes. Other formats are not compatible with our system and may result in loss of job consideration. Standard Form 171 (obsolete OPM form) and Optional Form 612 are not accepted.

The **second step** is to review job vacancy announcements through AFPC's Civilian Employment website at <http://www.afpc.randolph.af.mil/afjobs> or by telephone. See page 19 for our Job Line numbers.

Your **third and final step** is to "self-nominate" for job vacancies (page 11). Submission of a resume alone does not provide consideration for any job vacancies. You are only considered for positions for which you self-nominate and meet the eligibility and qualifications requirements as stated in the vacancy announcement. Carefully read the "Who May Apply (e.g., eligibility)" requirements listed in the job vacancy announcement to determine whether you are eligible to be considered. If you do not meet the eligibility requirements, you are determined "outside the area of consideration."

Note: Air Force bases that do not receive full service from the Air Force Personnel Center have their own application process for "External" vacancy announcements. See page 17 for listing of bases.

Step 1: Pre-Position Your Resume

To be considered for civil service employment with the Air Force you must have a resume and supplemental data on file at AFPC prior to self-nominating for vacancies. This is referred to as a "pre-positioned" resume and supplemental data. Do not wait until a job vacancy is announced: submit your correctly formatted resume and supplemental data as soon as possible. Your resume is placed into our automated resume database inventory system (RESUMIX) where it remains active for 1-year, unless you are selected for a position. Note: It takes approximately 5 business days to process your resume when submitted by e-mail or regular mail. If you use our on-line Resume Writer, it will take approximately 24 hours to process into RESUMIX.

Please carefully read the guidance on preparing your resume. Failure to follow these instructions may result in your resume not being processed and the loss of job consideration. Your resume must fully and completely identify your past work experience and education since that information is used to determine if you meet the experience requirements and possess the knowledge, skills, and abilities (KSAs) of the positions you self-nominate for. You may only have one resume on file at any time (the one most recently submitted), it is used to consider you for all vacancies for which you self-nominate. A sample resume is available for your review on page 15. The supplemental data questions are on page 14.

The Do's and Don'ts

 **When preparing a computer generated or typed pre-positioned resume, remember...**

- ✓ Follow the required resume format shown on page 12
- ✓ Include supplemental data on a separate continuation sheet (see page 14)
- ✓ **Do not** submit supporting documentation with your resume
Note: Validating Documentation must be provided within 5 working days of employment offer. All job offers are contingent upon receipt and validation of the required supporting documents.
- ✓ Limit your resume to five pages or less. If you send more than five pages you risk the possibility of losing information when your resume is processed into our system
- ✓ Use a font size of 11 to 14 (12 point is preferred)
- ✓ Use a minimum of ½ inch margins on all sides of your resume
- ✓ Use Times New Roman (12 point) or Palatino (12 point) for best results, but standard typefaces such as Arial, Helvetica, Futura, Optima, Universe, New Century Schoolbook and Courier are acceptable
- ✓ Do **not** use fonts such as **bold**, **italics**, *script*, underlining, or shadows
- ✓ Proofread for errors and pay particular attention to spelling
- ✓ Do **not** use vertical and horizontal lines, slash marks (except to show dates), graphics, pictures, boxes or borders
- ✓ Do **not** use two-column format or resumes that look like newspapers
- ✓ Do **not** type in all capital letters except as indicated for subject headings
- ✓ Do **not** use acronyms or abbreviations, other than to describe type of systems
- ✓ Do **not** condense spacing between letters
- ✓ Do **not** place your name, social security number, address or telephone number in the document header (Include all information in the body of the e-mail or resume)
- ✓ If you do not electronically submit your resume, provide a typewritten, laser printed (if possible), or high quality copy. Avoid using dot matrix printers, bubble jet printers or low quality copies. Your resume will not be accepted if it is handwritten
- ✓ Use only black ink on 8.5" by 11" white bond paper printed on one side
- ✓ Do **not** staple, fold, bind or punch holes in resume
- ✓ Do **not** use correction fluid, correction tape or make pen and ink changes or deletions
- ✓ Do **not** fax a resume (Unscannable in RESUMIX)
- ✓ Do **not** send your resume as an attachment to an e-mail
- ✓ Do **not** use bullets or any special type characters

How to Submit Your Resume and Supplemental Data

There are three ways that you may submit your resume and supplemental data. **TIP!** Only submit your resume and supplemental data 1 of the 3 ways, if you submit it all 3 ways at the same time, the resume and supplemental data received last will be the most current on file.

1) **Resume Writer:** We highly recommend you prepare your resume and supplemental data electronically using the **Resume Writer** at: <http://www.afpc.randolph.af.mil/afjobs>

Some advantages to using the Resume Writer are:

- On-line instructions and instant submission
- Proper formatting of your resume
- Electronically respond to competitive examining [Delegated Examining Unit (DEU)] vacancy announcements on-line
- Minimizes errors
- User-friendly

- Easy and efficient
- Ability to pull back resume and supplemental data for easy update and resubmission

TIP! Many applicants find it useful to prepare their resume as a word document and then "copy and paste" it into the **Resume Writer**.

----- OR -----

- 2) **E-mail:** E-mail your resume and supplemental data using the following procedures. Please ensure your E-mail sensitivity option is not set to "Private." While you may receive a resume confirmation notification, AFPC will not be able to view or process your resume. You will need to set your options to "Normal."

- Prepare resume and supplemental data in the body of your e-mail (not as an attachment) and send to:
 - **Ext.Resume@randolph.af.mil** (**EXTERNAL** Applicants)
 - **Int.Resume@randolph.af.mil** (**INTERNAL** Employees)
- Place "Applicant Information" in the subject line of the e-mail message

----- OR -----

- 3) Regular Mail: If you submit your resume and supplemental data through regular mail, send it to:

HQ AFPC/DPCFR
Attn: Recruitment Service Center
550 C Street West Suite 57
Randolph AFB TX 78150-4759

Who May Apply - How to Determine Your Eligibility

To be considered for employment, you must self identify or list your eligibility(s) when completing the supplemental data question number 2 (page 14). The table below assists you in determining your eligibility(s). To ensure your consideration for specific vacancy announcements, list **all** that apply.

If You Are:	And...	Your Eligibility Is: (Use when answering Supplemental Data Question #2) (Subject to verification) (The eligibility you will list is in parentheses)	Required Documentation Do not submit with your resume. Applicants must provide the requested validating documentation within 5 working days of employment offer. All offers are contingent upon receipt and validation of the required documentation.
General Public Categories: (All U.S. Citizens--With or without prior civil service or military service)			
U.S. citizen 18 years of age or older (or a high school graduate who is 16 years old or older)		(DEU) Delegated Examining Authority	

If You Are:	And...	Your Eligibility Is: See Note 2	Required Documentation See Note 3
U.S. Citizen 18 years of age or older (or high school student who is 16 years of age or older)	And... Willing to work temporary	(Temp) Temporary	
A college graduate with a grade-point average (GPA) of 3.45 or higher on a 4.0 scale for all undergraduate courses leading to a baccalaureate degree or graduated in the upper 10% of your graduating class or major university subdivision for baccalaureate degree	And... Received a baccalaureate degree	(Scholar) Outstanding Scholar	Transcript from accredited college or university, or letter from accredited college or university stipulating top 10 percent of graduating class or major university subdivision
Person with disabilities. A person is considered disabled if he/she has a physical or mental impairment that substantially limits one or more major life activities.		(Handicapped) Employment of People with Disabilities This authority is open to both veterans and non-veterans with a severe disability	Certification statement from a State Vocational Rehabilitation Service, Department of Veterans Affairs or Gallaudet College

Veterans Categories:			
If You Are:	And...	Your Eligibility Is: See Note 2	Required Documentation See Note 3
Current or former military member with a service-connected disability of 30 percent or more.		(30%) 30% Disabled Veteran	DD Form 214 (member 4 copy) documenting final military separation/retirement. SF 15 claiming 10-point preference and Veterans' Administration (VA) Letter dated within 1 year stating 30% or more disability.
<p>A disabled veteran who is entitled to compensation, or a veteran who was discharged or released from active duty due to a service-connected disability;</p> <p>Or</p> <p>A veteran who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized;</p> <p>Or</p> <p>A veteran who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal (AFSM) was awarded;</p> <p>Or</p> <p>A veteran who separated from active service within the last three years.</p>	And... separated under conditions other than dishonorable.	<p>(VRA) Veterans' Recruitment Appointment</p> <p>(Note: Applicants eligible for VRA may be appointed to any grade level for which qualified up to GS-11 or equivalent.)</p>	DD Form 214 (member 4 copy) documenting award of campaign badge or Armed Forces Service Medal (if applicable), and final military separation / retirement. If currently on active duty, and within 120 days of separation, submit documentation from your military personnel office. SF 15 claiming 10-point preference and Veterans' Administration (VA) letter dated within 1 year documenting compensable disability (if applicable).
Current or Former Military Member	And... Have separated from the armed forces under honorable conditions after substantially 3 years of continuous active duty service.	(VEOA) Veterans' Employment Opportunity Act of 1998	DD Form 214 (member 4 copy) documenting final military separation/retirement. If currently on active duty, and within 120 days of separation, submit documentation from your military personnel office verifying retirement/separation date and type of discharge.

Or		(Note: This appointment authority is only used to fill permanent positions. Current federal employees on career or career-conditional appointments are not considered under this authority.)	
Preference Eligible			

Current and/or Prior Federal Civil Service Employee Categories:			
If You Are:	And...	Your Eligibility Is: See Note 2	Required Documentation See Note 3
Former Career-Conditional Federal Civil Service Employee	And... You have less than a 3-year break in service (Note: The 3-year limit is extended by the time spent while accompanying military spouse to an overseas location. A copy of official PCS orders must support Extension.)	(Reinstatement)	Most current SF-50 documenting competitive status (usually the resignation SF-50)
Former Career Federal Civil Service Employee who served on a permanent competitive appointment (Note: Current permanent Air Force employees who are on LWOP or who wish to be considered for temporary or term appointment may also apply under this category. A resume and supplemental data must be submitted.)		(Reinstatement) (Lifetime reinstatement rights)	Most current SF-50 documenting competitive status (usually the resignation SF-50)
Former Career-Conditional Federal Civil Service Employee	And... You meet the Office of Personnel Management veteran preference requirements for 5 or 10 point employment preference	(Reinstatement) (Lifetime reinstatement rights)	Most current SF-50 documenting competitive status (usually the resignation SF-50). DD-214 (member 4 copy) documenting campaign and/or expeditionary medal, or SF-15 and VA letter dated within one year indicating disability rating.
Current career or career-conditional permanent, competitive status Non-Air Force Federal Civil Service employees including those on LWOP		(Transfer)	Most current SF-50 documenting competitive status or equivalent documentation.
Current or former federal employees displaced from Non-DoD agencies (e.g., IRS, VA, Dept of Labor, etc.). Applicants eligible under ICTAP are provided priority consideration for vacancies for which they are well qualified only within their commuting area. ICTAP eligibles that are displaced Panama Canal employees are provided priority consideration for vacant positions for which they apply and are well qualified throughout the Continental U.S.		(ICTAP) Interagency Career Transition Assistance Plan	Copies of the appropriate documentation, such as RIF separation notice, a SF-50 reflecting your RIF separation, or a notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area. Current (or last) performance rating of record of at least fully successful or the equivalent
Employed as a current or former appropriated fund Federal employee overseas while a family member of a Federal civilian employee, NAF employee, or family member of a uniformed service member officially assigned to an overseas area. You accumulated 52 weeks (or less if eligible under an authorized exception) of creditable service and received a fully successful or better performance rating.	And... You returned to the U.S. from the overseas tour of duty within the last 3 years	(EO 12721) Executive Order 12721	SF-50s verifying completion of 52 weeks of creditable overseas service for family members applying under EO 12721

If You Are:	And...	Your Eligibility Is: See Note 2	Required Documentation See Note 3
<p>Federal civil service employees currently serving on a CIPMS appointment without time limitation or applicants who have been involuntary separated from such appointment without personal cause within the last year.</p> <p>(Note: You must have occupied a CIPMS position for 1 year of continuous service in order to be considered for competitive service positions. However, you do not need to have 1 year of continuous service to be considered for another CIPMS position.)</p>		<p>(CIPMS)</p> <p>Civilian Intelligence Personnel Management System</p> <p>(Does not cover NSA and DIA employees)</p>	SF-50 documenting status or equivalent documentation

Student Employment Opportunities Categories:

If You Are:	And...	Your Eligibility Is: See Note 2	Required Documentation See Note 3
Students enrolled or accepted for enrollment as degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited high school, technical, vocational, 2 or 4 year college or university, graduate or professional school	And... Willing to work temporary	<p>(STEP)</p> <p>Student Temporary Employment Program</p>	<p>College transcripts for students or positions with positive education requirements.</p> <p>Letter from counselors/registrar verifying student status for employment under the Student Employment Programs</p>
Students interested in permanent positions through SCEP should contact the local Civilian Personnel Flight at the base where seeking employment for information and applicant procedures		<p>(SCEP)</p> <p>Student Career Experience Program</p>	<p>College transcripts for students or positions with positive education requirements.</p> <p>Letter from counselors/registrar verifying student status for employment under the Student Employment Programs</p>

Non-Appropriated Fund, Postal Service, and Other Unique Authorities:

If You Are:	And...	Your Eligibility Is: See Note 2	Required Documentation See Note 3
Currently serving on a NAFI or AAFES position without time limitation or involuntarily separated from such appointment without personal cause within the preceding year. Must be or have been serving in continuously for at least 1 year in a NAFI or AAFES position under appointments without time limit. May be appointed only to permanent positions based on this authority		<p>(NAFI/AAFES)</p> <p>Non-Appropriated Fund Or Army/Air Force Exchange Service Employees</p>	Documentation of 1 year of NAFI/AAFES service for non-appropriated fund employees applying under NAF Portability.
Attorneys (GS-0905) and Intelligence Specialist (GS-0132)		<p>(Excepted)</p> <p>Excepted Service</p>	

If You Are:	And...	Your Eligibility Is: See Note 2 (OAA)	Required Documentation See Note 3
Postal Career Service/Postal Rate Commission, VISTA/ACTION Volunteer, Peace Corps, Foreign Service Officers and Employees, Commissioned Corps of the Public Health Service, National Oceanic and Atmospheric Administration, Panama Canal Commission, Former employees of the Canal Merit System, General Accounting Office, Administrative Office of the U.S. Courts, Tennessee Valley Authority, or Nuclear Regulatory Commission		See note 1 below for complete definitions and time limits that apply	Proof of employment from appropriate agency.

NOTE 1: The following applies to those eligible under "OAA"

Postal Career Service/Postal Rate Commission - Eligible when serving under an appointment without time limitation, successfully completed a probationary period, and has no break in service.

VISTA/ACTION Volunteer - Eligible within 1 year of having completed 12 months of community volunteer service under the Peace Corps Act or as a VISTA volunteer under the Economic Opportunity Act of 1964 or the Domestic Volunteer Service Act of 1973.

Peace Corps - Eligible within 3 years after serving at not less than 36 months without a break in service of 3 days or more of continuous service under the Peace Corps.

Foreign Service Officers and Employees - Present or former career officer or employee of the Foreign Service, appointed under authority of the Foreign Service Act of 1946, as amended.

Commissioned Corps of the Public Health Service - Eligible within 3 years after returning from overseas if at least 52 weeks of service in an appropriated fund position were completed.

National Oceanic and Atmospheric Administration - Eligible within 3 years after returning from overseas if at least 52 weeks of service in an appropriated fund position were completed.

Panama Canal Commission - Eligible after at least 1 year of continuous employment under non-temporary appointment in the Panama Canal Commission located in the United States.

General Accounting Office - Eligible upon completion of 1 year of continuous service on a non-temporary appointment that began on or after 1 Oct 80.

Administrative Office of the U.S. Courts - Current/former employees are eligible with completion of at least 1 year of continuous service under non-temporary appointment. Employees appointed to high level positions under 28 U.S.C. 603 or a position of confidential or policy-making nature is not eligible under this authority.

NOTE 2: Use when answering Supplemental Data Question #2; Eligibility is subject to verification; The eligibility you will list is in parentheses.

NOTE 3: Do not submit supporting documentation with your resume. Applicants must provide the requested validating documentation within 5 working days of employment offer. All offers are contingent upon receipt and validation of the required documentation.

Determining Veterans' Preference

Veteran's Preference Advisor - <http://www.dol.gov/dol/vets/public/programs/programs/preference/main.htm>

(For additional information on veterans' issues see page 18)

If you:	Then Preference Is:
1. Honorably separated veteran who served at any time and you have a compensable service-connected disability rating of 30 percent or more	10 Point - 30% Compensable Disability
2. Honorably separated veteran who served at any time and you have a compensable service-connected disability rating of at least 10 percent but less than 30 percent	10 Point - Compensable
3. Purple Heart Recipient	10 Point - Disability
4. Honorably separated veteran who qualifies as a disabled veteran because you served on active duty in the Armed Forces at any time, and have a present service-connected disability or are receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans' Affairs	10 Point - Disability
5. Spouse of other-than-dishonorably discharged disabled veteran who is disqualified for a Federal position along the general lines of his or her usual occupation because of a service-connected disability	10 Point - Derived/Other
6. Widow or widower of other-than-dishonorably discharged veteran not divorced from the veteran, has not remarried, or the remarriage was annulled, and the veteran either served between Apr 8, 1952 and Jul 10, 1955 or during a war, campaign or expedition for which a campaign badge is authorized	10 Point - Derived/Other
7. Widow or widower of a veteran not divorced from the veteran, not remarried, or the remarriage was annulled, and the veteran died while on active duty that included service described immediately above (6) under conditions that would not have been the basis for other than an honorable or general discharge	10 Point - Derived/Other
8. Mother of a living disabled veteran, and the veteran was separated with an honorable or general discharge from active duty performed at any time and was permanently and totally disabled from a service-connected injury or illness; and the mother (1) is or was married to the father of the veteran; and lives with her totally and permanently disabled husband (either the veteran's father or her husband through remarriage); or (2) is widowed, divorced, or separated from the veteran's father and has not remarried; or (3) remarried but is widowed, divorced, or legally separated from her husband when she claims the preference.	10 Point - Derived/Other
9. Veteran discharged with an honorable or general discharge who served during a war (See note 1)	5 Point
10. Veteran discharged with an honorable or general discharge who served during the period of Apr 28, 1952 through Jul 1, 1955; OR for more than 180 consecutive days, other than for training, any part of which occurred after Jan 31, 1955 and before Oct 15, 1976 (See note 1)	5 Point
11. Veteran discharged with an honorable or general discharge who served during the Gulf War from Aug 2, 1990 through Jan 2, 1992 (See note 1)	5 Point
12. Veteran discharged with an honorable or general discharge that served in a campaign or expedition for which a campaign medal has been authorized. Any armed forces expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama Somalia, Bosnia, and Haiti, qualifies for preference. (See notes 1 and 2)	5 Point
13. None of the above	No Preference

Notes:

1. Retired at the rank of Major (0-4) and above are not entitled to 5-point veterans' preference.
2. A campaign medal holder or Gulf War veteran who originally enlisted after Sep 7, 1980 (or began active duty on or after 14 Oct 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called ordered to active duty. The 24-month service requirement does not apply to 10-point preference eligible separated for disability incurred or aggravated in the line of duty, or to veterans separated for hardship or other reasons under 10 U.S.C. 1171 or 1173.

Step 2: Search for a Job

(New vacancy announcements are generally posted each Friday)

Now that your properly formatted resume and completed supplemental data are on file or “pre-positioned” at AFPC, it is time to search for that perfect job. Remember to allow time for your resume and supplemental data to be processed: it takes approximately 5 working days to process your resume and supplemental data once it is received.

There are three ways to search for vacancies:

- a. Subscribe to our Civilian Announcement Notification System (CANS) by registering at our website (<http://www.afpc.randolph.af.mil/afjobs>). Input your search criteria and you will receive an e-mail notice when a vacancy matching your criteria becomes available. This is **ONLY** a notice. After you receive an e-mail notice and you decide you’re interested in the job you must go to AFPC’s Civilian Employment website and self-nominate to receive consideration.
- b. Conduct your own job search through the AFPC Civilian Employment Homepage website at <http://www.afpc.randolph.af.mil/afjobs>.
- c. If you do not have access to the World Wide Web, listen to job vacancies through the AFPC Job Line. See page 19 or a complete list of toll free numbers.

Step 3: Self-Nominate

You found a job you are interested in (and your pre-positioned resume and supplemental data are already on file and verified by AFPC), so now it is time to self-nominate through the AFPC Civilian Employment website (page 18) or the AFPC Job Line (page 19) You need your social security number and personal identification number (PIN) for either option. You need the 11-digit announcement number if self-nominating on the AFPC Job Line.

You may also check the status of your self-nominations through AFPC’s Civilian Employment website or the Air Force Job Line.

If you are determined to be eligible and qualified you may be referred to the hiring authority for consideration. It is solely the option of the selecting official to interview applicants. It is more likely that selections are made after a comprehensive review of the resumes. If selected you are notified by telephone and/or mail with instructions for in-processing.

Upon selection for a temporary or term appointment, your resume and supplemental data are made unavailable or inactive. If you wish to be considered for future job opportunities you must submit a new resume and supplemental data after you begin your new job.

Required Resume Format

Name: First MI Last (Provide your name and SSN at the top of each page – Do not place in document header)

Social Security Number: (**No Spaces or Dashes**)

Candidate source: (**External OR Internal**)

Mailing Address:

Home Phone Number:

Work Phone Number (Commercial):

Work Phone Number (DSN):

E-mail Address: (Do not underline e-mail address)

EXPERIENCE SUMMARY:

Include in this portion of your resume a summary of skills you possess, describing them in a few words. Document the performance of duties that required these skills in the experience and employment history section.

EXPERIENCE:

Enter the following information beginning with your most recent employment

Start and End Dates (month and four-digit year)

Hours Per Week (If less than 40 hours)

Position Title, Pay Plan, Series, and Grade (if Federal civilian position, otherwise, show military rank after position title, if appropriate)

Organization name (agency or company) and complete mailing address

Supervisor's name and phone number

(LEAVE BLANK LINE)

Provide a brief description of your work experience

Limit each summary to one block of experience per occupation (**Do not combine your entire work history into one single paragraph**)

If your experience describes a Federal civilian position in the same series but at different grade levels, include month and year promoted to each grade

Indicate if temporary promotion or detail

Describe your experience with specific action verbs and nouns rather than vague descriptions

Include all major tasks

Use proper punctuation between separate tasks (**Do not use run-on sentences or clauses, which are separated by semi-colons**)

Any systems you worked with or on and specific software programs you used

Any regulations, directives, technical orders, instructions etc., you have worked with, implemented, researched or developed

Any special tools and equipment used

Types of aircraft and/or specialized machinery you worked with

Any special programs you may have managed

If applicable, number of employees supervised and whether position was as 1st or 2nd level supervisor

If applicable, any acquisition duties (Indicate percentage of time spent on acquisition duties)

FORMAL EDUCATION:

List highest degree earned (i.e., High School, Associates, Bachelors, Master, etc.), number of total semester or quarter hours earned (if business college, technical or vocational school, provide classroom hours instead of semester or quarter hours), type of credit hours (specify semester, quarter of classroom hours), school type (specify high school, business college,

technical, vocational, or college/university), name and address of academic institution, major filed of study and credit hours (to qualify as a recordable major, there must be at least 20 semester hours or 30 quarter hours), minor filed of study and credit hours (to qualify as a recordable minor, there must be at least 12 semester hours or 18 quarter hours), academic level year (i.e., freshman, sophomore, junior, senior), year degree awarded, grade point average (GPA). If your highest level of education is high school, list either the highest grade you completed, the year you graduated or the date you were awarded your GED

EDUCATIONAL COURSE WORK:

List the appropriate academic field (e.g., biology, mechanical engineering, economics, sociology, etc.) and all courses you have taken (including those failed) which appear to satisfy the qualification requirements of positions for which you are applying. List graduate and undergraduate courses separately. To ensure your training occurrence corresponds to the course(s) you actually attended, upon employment with the Air Force, you must provide the starting date, ending dates, and the total hours (semester or quarter), or total Continuing Education Units (CEU's).

SPECIALIZED TRAINING:

List any training courses you have completed and consider valuable and relevant to your career goals. List the course title as it appears on the certificate of completion or other official document. List the starting date, ending date, and the total hours (semester or quarter) or total Continuing Education Units (CEU's). It is your responsibility to keep originals or copies of certificates of course completions for all training attended - - you may be required to provide proof of course completions.

LICENSES/CERTIFICATES:

List professional licenses or certificates, and date certificate issued (year/month/day). Include the state, if applicable.

Some essential certificates to list are:

Fire Fighters and Emergency Service certification or pre-certification for all position levels for which you are applying

All Acquisition Professional Development Program (APDP) certification levels obtained
Contracting-related certification level required for your current Department of Defense (DoD) position

AWARDS:

List any honors, awards and special accomplishments achieved, and dates received

OTHER INFORMATION:

List other relevant information [Professional memberships in professional/honor societies, professional publications, language proficiencies (non-English) in which you have near-native fluency, leadership activities, public speaking, typing, or stenography proficiencies]

NOTE: External Applicant Resumes will expire 1 year after last submission.

Supplemental Data Questions:

You must submit answers to the supplemental data questions below. Please include these answers on a separate continuation sheet with your resume. Resumes will not be processed without the answers to these questions attached. **Do not** retype the questions--submit numbered answers only. Place your name and social security number at the top of the page. **(Note: If this is your initial resume and you are self-nominating for a DEU position, include the DEU Announcement Number after your social security number.)**

Questions:	Answers:
1. Candidate Source under which you are applying (Choose one: External OR Internal)	1. External
2. List your eligibility. Tip! List ALL eligibilities that apply. (Refer to pages 5 thru 9)	2. DEU, Transfer
3. Date of Birth: (MM/DD/YYYY)	3. 01/01/1957
4. Are you a citizen of the United States?	4. Yes
5. Have you ever served ACTIVE DUTY in the military other than active duty for training? <div style="margin-left: 20px;"> a. List all dates of ACTIVE DUTY service (date entered active duty and date of separation or retirement): (MM/DD/YYYY to MM/DD/YYYY). Tip! Separation date or retirement date can be a future date b. List campaign badges/medals for claiming veterans' preference: Tip! Reference your DD 214 (member 4 copy) to obtain this information c. List type of discharge d. Are you retired from ACTIVE DUTY military service? If yes, provide rank and date of retirement: (MM/DD/YYYY). </div>	5. Yes <div style="margin-left: 20px;"> a. 09/15/1974 to 09/15/1978; 01/01/1980 to 01/01/2000 b. Southwest Asia Service Medal c. Honorable d. Yes, MSgt (E-7), 01/01/2000 </div>
6. If you are claiming veterans' preference for hiring list the appropriate category: <div style="margin-left: 20px;"> 5 point 10 point/disability (non-compensable) 10 point/compensable </div> <div style="margin-left: 20px;"> 10 point/other 10 point/30% or more disabled veteran </div>	6. 5 point
7. Were you ever a Federal Civilian Employee? If yes, was it a Career, Career-Conditional, Term, Temporary, or Excepted appointment? (List all that apply). <div style="margin-left: 20px;"> a. Are you currently a permanent Federal Civilian Employee? If yes, which agency? b. Are you currently on leave without pay? If yes, what is your expiration date? c. Please indicate the highest permanent pay plan and grade held. List to and from dates. d. Have you ever received a Voluntary Separation Incentive? Is yes, when? (MM/DD/YYYY). e. Have you completed a supervisory or managerial probationary period? </div>	7. Yes, Career and Term <div style="margin-left: 20px;"> a. Yes, Dept of the Army b. Yes, 10/01/2002 c. WG10, 11/14/1995 to 08/31/1999 d. No e. No </div>
8. May we contact your current supervisor?	8. Yes
9. How many words per minute can you type?	9. 45 wpm
10. How many words per minute can you take dictation?	10. 85 wpm
Optional – Statistical Information Only	
11. Male or Female	11. Male
12. Race and/or National Origin (A-American Indian or Alaskan Native; B-Asian or Pacific Islander; C-Black not of Hispanic origin; D-Hispanic; E-White not of Hispanic origin; F-Asian Indian; G-Chinese; H-Filipino; J-Guamanian; K-Hawaiian; L-Japanese; M-Korean; N-Samoan; P-Vietnamese; Q-All other Asian or Pacific Islanders; Y-Not Hispanic in Puerto Rico)	12. C

Sample Resume

RUSSELL P. SQUINTMEYER

123456789

Candidate Source: External

123 SPRING LANE

EUPHORIA, TX 75555

Home Phone Number: (706) 555-1234

Work Phone Number: (706) 555-1234

Work Phone Number: DSN 976-1234

Email: Rpsquint@telcom.net

Social Security Number (SSN)--must be included--failure to provide SSN will result in resume not being processed and loss of job consideration.

Include start and end date in MONTH and YEARS. Include your position title, company name, address, and for federal service and/or military include pay plan, series, etc.

Include all major tasks, any systems worked on, software programs used, special tools and equipment, etc.

Knowledge, Skills, and Abilities (KSAs) must be addressed in your work experience,

EXPERIENCE SUMMARY:

Service Manager; Office Manager; Office Machine Repairer; Field Representative, maintenance mechanic; Optical Instrument/Fire Control Repairer; Electronic Integrated Systems Mechanic; Aircraft Systems Specialist; Missile Systems/Ordnance Technician.

EXPERIENCE:

JUL 1998 to PRESENT

Avionics Sensors Maintenance Apprentice Tech Sergeant (TSGT), E6

Dept. of the Air Force Reserves, 919th Special Ops Wing, 100 Eagle St, Eglin AFB (Duke Field), FL 76502 Jack Smith, DSN 976-1234

Air Force Specialty Code (AFSC) is 2A111. I just returned in May 1999 from the 7-month Avionics Sensor Maintenance school in Texas/Oklahoma, which I successfully completed. I used electronic theory to troubleshoot, repair and inspect armament systems on the F-16 Aircraft to include bombs, bomb racks, missile systems and stores management systems. I also used test equipment such as digital multimeters, 50-60 testers and 5001501 test sets. Completed a 12-month correspondence course on theory, repair and maintenance. Designated as alternate Training NCO.

FEB 1995 to JUN 1998

Electronic Integrated Sys Mechanic, WG-2610-12

Department of the Army, Directorate of Logistics, 505 C Street West, Ft. Benning, GA, 78901 Mr. Fred Jones, (706) 555-1234

Performed DS/GS repair and maintenance on M109, M110, M119 Howitzers, MEOA3, M1A2 Tanks, M901, M981 Improved Tow Vehicle, and the Bradley M2M Infantry Fighting Vehicle. I repaired integrated systems to include optics, electronics, range finding, targeting, and computer and laser range finders. Performed testing and verification on various types of electronic equipment using DSETS and General Purpose Interface Assembly (GPA) test stations. Provided range support during firing missions. Repaired equipment to include TTS and laser range finders. Also repaired and installed ordnance systems on M110, M109 Howitzers; M60A3, M1A2 Tanks; M901, and M981 Improved Tow Vehicles. Used voltmeters, multimeters, oscilloscopes, cable test sets, TTS test sets, test consoles, breakout boxes, field test sets, DSETS and computer sets to perform repairs. Checked circuits on TTS, laser range finders, gunners, control units, electronic units and computers. Responsible for the layout of all work, which required me to order parts, make repairs, modifications, test and make final inspections. Used wiring diagrams, schematics, sketches and blueprints. The systems were mechanical electronic, mechanical hydraulic, electronic hydraulic and hydraulic pneumatic. Due to a personnel vacancy, I performed the duties of the Electronic Integrated Systems Mechanic (WG-12) for approximately one year.

DEC 1989 to FEB 1995

Electronic Integrated Sys Mechanic, WG-2610-12

Department of the Army, Directorate of Logistics, 505 D Street West, Ft. Benning, GA 78901

Certified as Land Combat Support System (LCSS) Test Station technician. Tested and verified missile systems, tracker Systems and various electronic equipment. Performed additional electronic technician duties. Submitted three suggestions on the revision of maintenance procedures that were adopted by U.S. Army, Training and Doctrine Command (TRADOC). Two other suggestions were also adopted and implemented at Installation level, resulting in savings of over \$50,000

FORMAL EDUCATION:

HS Diploma, General Studies, Theodore High School, Theodore, Alabama, Jun 1967

SPECIALIZED TRAINING:

USAF, Avionics Sensor Maintenance, Oct 1998 to May 1999, 7 months Dept of Army (DA), Aviators Night Vision, AN/AV-S6

US Army Ordnance Center, Land Combat Support System, Jan 1994 to Apr 1994, 508 Hrs

LICENSES/CERTIFICATES:

None

AWARDS:

Dept of Army, Exceptional Performance, Jun 1998

Dept of Army, Suggestion Awards, Mar 1994 and Jun 1994

OTHER INFORMATION:

I have also completed 65 quarter hours towards my BS degree

Sample Supplemental Data

RUSSELL P. SQUINTMEYER

123456789

DEU ANNOUNCEMENT: 01AUG235897

1. External
2. DEU, Transfer
3. 01/01/1957
4. Yes
5. Yes
 - a. 09/15/1974 to 09/15/1978 and 01/01/1980 to 01/01/2000
 - b. Southwest Asia Service Medal
 - c. Honorable
 - d. Yes, MSgt (E-7), 01/01/2000
6. 5 point
7. Yes, Career and Term
 - a. Dept of the Army
 - b. Yes, 10/01/2002
 - c. WG10, 10/01/1978 to 12/01/1979
 - d. No
 - e. No
8. Yes
9. 45 WPM
10. 85 WPM
11. Male
12. C

Important

If you **do not** have a resume and supplemental data on file and this is your **first** submission by mail or e-mail and you are self-nominating for a **Delegated Examining Unit (DEU)** vacancy, include the announcement number on your supplemental data sheet (see page 14) and AFPC will self-nominate you for that position when your resume and supplemental data are processed (assuming your resume is in the proper format and the supplemental data sheet is attached to your resume). If you already have a resume and supplemental data on file, it is your responsibility to self-nominate for job vacancies through either our website or Job Line.

Partially Serviced Bases

The following Air Force Bases receive partial services from AFPC and have their own employment application procedures for **"External"** Vacancies. All applicants will need to carefully read the vacancy announcement for specific details on the application process for the bases listed below. External applicants seeking employment at the following locations should contact the local Civilian Personnel Flight (CPF) at the base of interest or follow the web link to the respective bases.

United States

Air Intelligence Agency (AIA)	http://aiadp.lackland.af.mil/indexciv.asp
Hill Air Force Base, Utah	http://www.hill.af.mil/civpers/outside.htm
Robins Air Force Base	http://www.robinsjobs.com/
Tinker Air Force Base	http://www.tinker-af.org/jobs/employment.htm
Wright-Patterson Air Force Base	https://www.wpafb.af.mil/personnel/civilian/employment/

Pentagon/Bolling, Washington DC (11th Wing) - The following occupational series are serviced by Air Force Personnel Center:

GS-0303 – Miscellaneous Clerk and Assistant
GS-0312 – Clerk/Reporting Stenographer, or Shorthand Reporter
GS-0318 – Secretary
GS-0326 – Office Automation Clerk/Assistant
GS-0344 – Management and Program Clerical and Assistant
All 0200 series positions in Military Personnel, Civilian Personnel, and Services

Applicants for these series will be required to follow AFPC employment requirements outlined in the AFPC JobKit.

http://www.bolling.af.mil/organizations/wing/wg_staff/wg_orgs/civilian_personnel/page

Overseas bases

Aviano Air Base, Italy	http://www.aviano-cpo.org/
Incirlik Air Base, Turkey	https://wwwmil.incirlik.af.mil/
Lajes. Azores	http://www.lajes.af.mil/job_vacancies.html
Mildenhall Air Base, England	https://wwwmil.mildenhall.af.mil/index.htm -or- https://wwwmil.mildenhall.af.mil/support/dpc/dpchome.htm
Ramstein Air Base, Germany	http://www.ramstein.af.mil/86mss/cpo/
Spangdahlem Air Base, Germany	http://www.spangdahlem.af.mil/52MSG/CPF/default.asp

Internal Applicants

(You are currently a permanent Air Force civil service employee, including those currently on LWOP)

Please refer to the Civilian Employment website for current information on how to apply for Internal vacancy announcements. No resume is required to apply for Internal vacancy announcements.

NOTE: As an Internal employee, if you desire a new appointment, you must follow External procedures and complete the three step process (see page 3). Resumes received from current permanent Air Force employees will not expire as long as there is no break in service.

Step 1: Search for the Job

(New vacancy announcements are generally posted each Friday)

1. Subscribe to our Civilian Announcement Notification System (CANS) by registering on our website (<http://www.afpc.randolph.af.mil/afjobs>). Input your search criteria and you will receive an e-mail notice when a vacancy matching your criteria becomes available. This is **ONLY** a notice of job vacancy. After you receive an e-mail notice and you decide you're interested in the job you must go to the AFPC Civilian Employment website and self-nominate to receive consideration.
2. You may locate vacancies on the AFPC Civilian Employment website at <http://www.afpc.randolph.af.mil/afjobs>.
3. If you do not have access to the World Wide Web, you may listen to vacancies through the AFPC Job Line (see page 19).

Step 2: Self-Nominate

You may self-nominate at the AFPC Civilian Employment website (<http://www.afpc.randolph.af.mil/afjobs>) or over the AFPC Job Line (page 19). You will need your social security number, personal identification number (PIN), and the 11-digit announcement number for the AFPC Job Line. When using the website you need your USERID and Password.

Service Directory

Job Information Lines (Toll Free)	
Internal & External	TDD Users
Air Force One-Stop Customer Service phone number: 1-800-616-3775 – Follow phone menu prompts for internal and external information	1-800-382-0893 [Within area code (210) 565-2276/3008]
If you are located in a country outside of the U.S., please visit our web site for the most up-to-date information on how to reach us by phone.	
AFPC Civilian Employment Homepage	http://www.afpc.randolph.af.mil/afjobs
Air Force One-Stop Customer Service web link	http://www.afpc.randolph.af.mil/cst/
E-mail Address for Submitting Resumes	External Applicants: Ext.Resume@randolph.af.mil Internal Employees: Int.Resume@randolph.af.mil
Personal Identification Number (PIN)/USERID and Password: In order to self-nominate or conduct other transactions via AFPC Employment Homepage or Job Line, you will be asked to enter a PIN. Once you establish your PIN, you use the same PIN for the web site and phone system. To use the web, you are required to establish a USERID and password. To do so, you must have a valid e-mail account.	External Applicants: Your original PIN will be the last four digits of your home telephone number. You will be required to change your PIN to a random six-digit numeric PIN that is not part of your social security number or date of birth. Internal Employees: Unless you have previously established a USERID and password using the AFPC secure web site login system, you will be asked to create a USERID and password. You must provide your social security number, date of birth, service computation date (SCD) for leave, current pay plan, grade and step, DSN and a valid e-mail address. Your SCD, pay plan, grade and step is available from your latest leave and earnings statement.
Employment Questions	Recruitment.Center@randolph.af.mil
Directorate of Civilian Career Management (Career Programs)	http://www.afpc.randolph.af.mil/cp
Veterans Information	Veteran's Preference Advisor - http://www.dol.gov/dol/vets/public/programs/programs/preference/main.htm Dept of Veterans Affairs - http://www.va.gov/ Veterans - http://www.opm.gov/veterans/ VetGuide/VetsInfo Guide - http://www.opm.gov/veterans/index.htm
Military Recruiting	http://www.af.mil/careers/ http://www.todaysmilitary.com



Air Force - www.af.mil/



Civilian Employees
Supporting a Global Force

Air Force Crossroads - www.afcrossroads.com